



TO: All Financial Managers AC201001  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: July 29, 2009  
SUBJECT: Accounting Policy and Procedure Manual Changes

*Please share this information with the appropriate personnel.*

Below is a summary of changes to the State Accounting Policy and Procedure Manual that was effective July 1, 2009, for the Employee Expenses-Relocation Reimbursement Expenses Procedure 220.100. The policy changes are due to changes in the Collective Bargaining. The major changes in the policy are noted below. Please carefully review the policy for all the changes.

Because claims are audited according to the rules that were in effect *at the time the expense occurred*, you must retain copies of the prior policy for reference when processing claims with dates occurring before July 1, 2009. The prior policy will remain on the SAE website until August 13, 2009 to allow you to retain or print copies as needed.

Policies and Procedures are located in the DAS-SAE Accounting Policy and Procedure Manual at this link: [http://das.sae.iowa.gov/internal\\_services/policy\\_manual.html](http://das.sae.iowa.gov/internal_services/policy_manual.html).

PROCEDURE	CHANGE July 1, 2009
220.100 Employee Expenses-Relocation Reimbursement Policy	<ol style="list-style-type: none"><li>1. The initiation of a <b>MAXIMUM</b> reimbursable amount of <b>\$50,000</b>.</li><li>2. Income tax assistance is calculated at <b>35%</b>; the previous rate used was 50%.</li><li>3. The maximum allowable amount for <b>incidental</b> expenses is now <b>\$5,000</b>; the previous maximum was \$15,000.</li><li>4. Additional language was added to clarify the requirements surrounding bids from moving companies.</li><li>5. Some Fees were adjusted.</li><li>6. <b>Meal receipts</b> are required.</li></ol>

Please refer questions to me at (515) 281-4497 or email: [Trina.Brietske@iowa.gov](mailto:Trina.Brietske@iowa.gov).